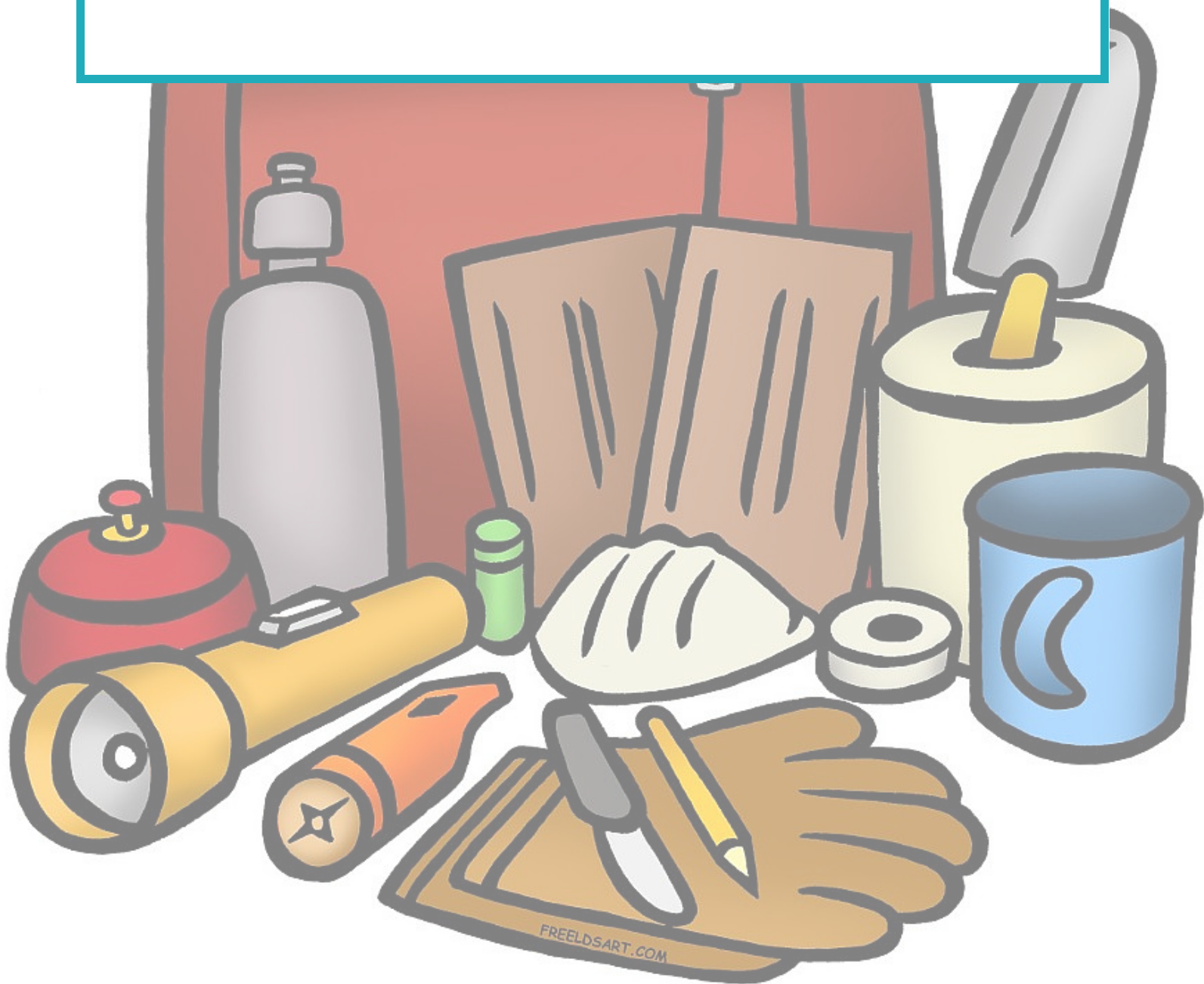


LET'S GET PREPARED!

CALIFORNIA'S EMERGENCY PREPAREDNESS
GUIDE FOR PEOPLE WITH DISABILITIES

California State Council on Developmental Disabilities



Developed by

The California State Council on Developmental Disabilities, with special help from the members of State Plan Work Group 5.

We gratefully acknowledge the State of Alaska's Health and Disability Program, for allowing us permission to use and adapt their toolkit "Get Ready! Alaska's emergency preparedness toolkit for people with disabilities." Without their consent, this California toolkit would not be possible.

This work was also based on the Center on Community Accessibility, a program of the Oregon Institute on Disability & Development, toolkit entitled "Ready Now! Emergency Preparedness Toolkit for People with Disabilities."

Thank you to our collaborating partners:

- Department of Developmental Services www.dds.ca.gov
- Ready.gov
- Federal Emergency Management Agency FEMA.gov
- Collaborating Agencies Responding to Disaster (CARD) www.cardcanhelp.org

For an electronic version of this toolkit, as well as individual checklists and planning tools, go to the State Council on Developmental Disabilities website at www.scdd.ca.gov.

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TABLE OF CONTENTS

1 INTRODUCTION

- Why an emergency preparedness toolkit
- Getting started

2 WHAT TO PREPARE FOR

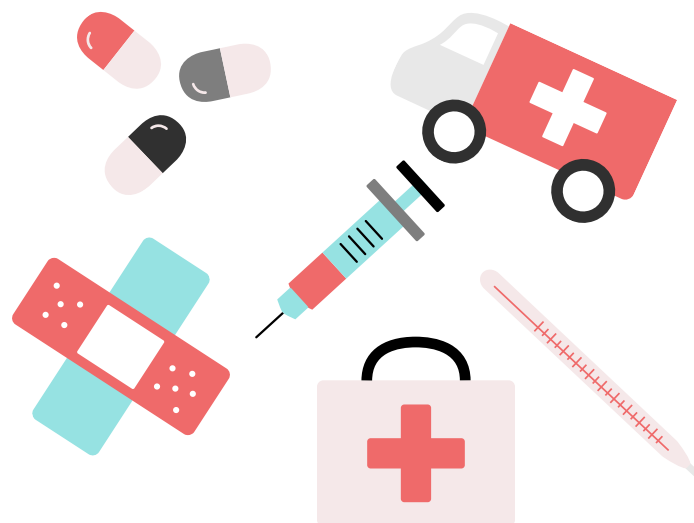
- Earthquake
- Tsunami
- Storm or flood
- House fire
- Wild fire
- Landslide
- Power outage
- Terrorist attack
- Medical emergency

3 TIPS FOR SPECIFIC DISABILITIES

- Communication disabilities
- Intellectual disabilities
- Hearing impairments
- Vision disabilities
- Mobility disabilities
- Mental health
- Medical conditions

4 MAKING A PLAN

- Personal ability plan
- My circle of support
- My neighbor contact list
- My emergency contact list
- My medicine list



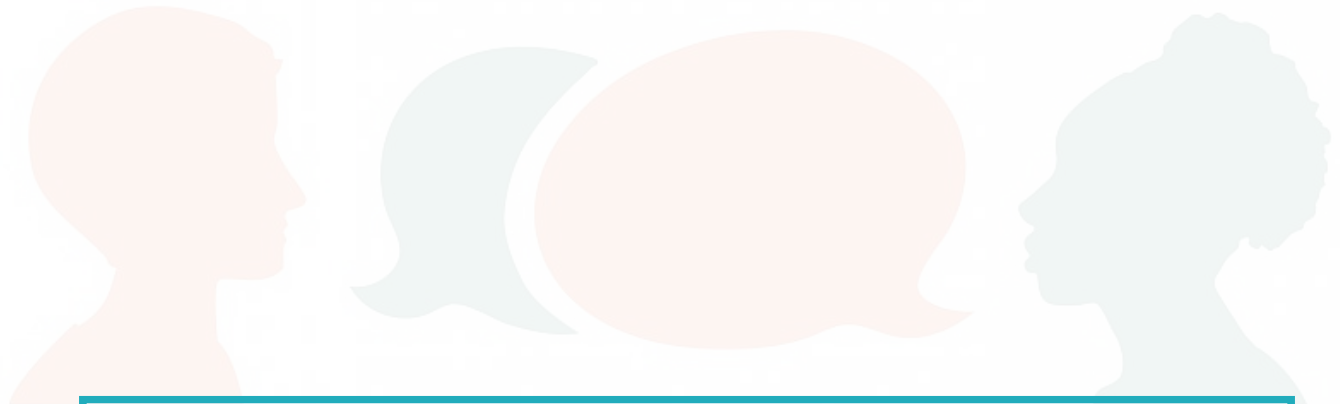
5 SHOULD I STAY OR SHOULD I GO?

Shelter in place and seal the room
Emergency “go-kit”
Storing emergency supplies
Storing water
Storing food
Things to know about your utilities
Disability-related supplies and special equipment
Evacuation
Emergency shelters
Prepare your service animals and pets

6 RESOURCES

Summary checklist
Emergency cards
Emergency plan
California resources

DON'T WAIT. COMMUNICATE.
MAKE YOUR EMERGENCY PLAN TODAY.



SEPTEMBER IS NATIONAL PREPAREDNESS MONTH!

Introduction

SECTION 1



AMERICA'S
*PrepareAthon!*SM



Why an Emergency Preparedness Toolkit?

“Emergency preparedness” is a term used to describe a plan to prepare you in case of an emergency. Regardless of your gender, race, or disability, planning for emergencies such as windstorms, earthquakes, or fires is an important part of taking care of yourself.

People with disabilities may have special needs to consider in an emergency. If you have a disability, it may require extra planning to handle an emergency.

This toolkit will help you prepare for an emergency. Your plan may include family, friends, neighbors, and organizations that support you and can help you make decisions. Your toolkit does not have to be perfect, but it is important to plan ahead.

Because everyone’s situation is different, not all subjects of emergency preparedness are covered in this guide. Think about your personal needs and plan for what you will need to stay safe in an emergency.

Remember: Some plan is better than no plan. You can do it!

Getting Started

Know what kinds of emergencies could happen in your area and think about what your neighborhood might look like after one happens.

Complete a personal ability plan. Think about what you will be able to do and what help you may need before, during, and after an emergency. Write down your answers.

Build your own circle of support of family, friends, neighbors, roommates, care providers, and/or people you work with who could help you in an emergency.

Make an emergency contact list so others will know whom to call if they find you unconscious, unable to speak, or if they need to help you leave your home quickly.

Make a medicine list with the names and phone numbers of your doctors, your medications, how much you take, and your medical conditions. Write down what special equipment you use, your allergies, and any communication difficulties you have.

Try to keep a seven-day supply of medications with you and fill your prescriptions as early as you can. Ask your doctor or pharmacist what you should do if you can't get more right away. If you get treatments at a clinic or hospital, ask the person who helps you what to do if you can't get your treatments during an emergency.

Install at least one smoke alarm on each floor in your home and test them every month. Know evacuation routes and safe places to go during an emergency.

Know where the controls for your water, electricity, gas and sewer are and learn how and when to turn them off during an emergency.

Keep an emergency supply kit in your home, car, workplace, and anywhere you spend your time. Include food, water, a first aid kit, adaptive equipment, batteries, and supplies for your pets or service animals.

Make your home or office safer by checking hallways, stairwells, doorways, windows, and other areas for problems that may keep you from safely leaving a building during an emergency. Secure or move furniture that may block your path.

Fill out a summary checklist to make sure that your emergency plan covers every need you might have.

Find out about emergency preparedness in your area by contacting the Community Emergency Response Team (CERT) Program:
<http://www.citizencorps.fema.gov/>

What to prepare for...

SECTION 2

EARTHQUAKE

If you are indoors when shaking starts:

DO:

- Do drop, cover, and hold on.
- Do lie on the floor against an inside wall. Cover your head and neck with your arms.
- Do lock the wheels of your wheelchair, if you use one. Cover your head.
- Do stay away from windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets filled with heavy objects.
- If you are cooking, using gas or electricity, turn them off and move away.
- If you are in bed, do stay where you are. Cover your head with a pillow.
- Do stay inside a building unless there is a fire or gas leak.

DO NOT:

- Do not run out of your house during strong shaking.
- Do not use elevators.
- Do not light matches.

EARTHQUAKE

If you are outside when shaking starts:

DO:

- Do move to a clear area if you can get there safely.
- If you are driving, do pull to the side of the road and stop in a clear area.
- If you are on a beach or near a harbor, do move to higher ground.

DO NOT:

- Do not go near power lines, buildings, or trees.

When the shaking stops:

DO:

- Do ask the people around you if they are hurt. Give them first aid if you know how.
- Do check around you for dangerous conditions, such as fires, fallen power lines, and damage to the building you are in.
- Do put out small fires if you have a fire extinguisher and know how to use it.
- If you don't have a fire extinguisher, buy one and learn how to use it. Keep it somewhere in your house you can reach easily in an emergency, like your kitchen.
- Do hang up phones that have fallen off the hook.
- Do look around your house for damage.

DO NOT:

- Do not move people with serious injuries unless they are in danger.
- Do not turn off the gas unless you smell a gas leak. If you do smell gas, turn it off. Call your gas company to have it turned on again. Do not try to turn your gas on again yourself.

EARTHQUAKE

If you are trapped in debris:

DO:

- Do cover your nose and mouth.
- Do tap on a pipe or wall so rescuers can hear where you are. Use a whistle or your cell phone if you have it with you.
- Keep your service animal near you, if you have one.

DO NOT:

- Do not move around very much. Try not to kick up dust.
- Do not shout. Shout only as a last resort.

TSUNAMI

Tsunami waves can be caused by earthquakes. Even if you do not live close to the ocean or inlet, you may take a vacation or visit close by. You should know what to do no matter where you live.

When you visit an ocean or inlet, ask hotel staff or local residents what their community does if there is a tsunami warning. Ask if there is a particular radio station in the area for emergency information broadcasts. Learn the meaning of siren alarms in that area. " Look for road signs that show the evacuation route, and ask questions about emergency procedures if you do not understand what you have been told.

Move to higher ground quickly if:

- Authorities give a tsunami warning and tell you to leave your home, campground or hotel.
- You hear a siren alarm and it is not a test.
- The earth shakes so much that you cannot stand, or lasts for longer than 20 seconds.
- You notice water moving away from the shoreline.

STORM OR FLOOD

If you are experiencing a storm or flood:

DO:

- Do listen to local radio or television channels for emergency messages and instructions.
- Do unplug electrical appliances. Shut off electric circuits if authorities tell you to leave your home. Shut off the gas service if authorities tell you to.
- If your car stalls during a flood, do get out of the car immediately. Leave it where it is and get to higher ground.

DO NOT:

- Do not walk through water that has come into your basement or garage.
- Do not try to drive over a flooded road.
- Do not walk through moving water. If you must walk through water, make sure it is not moving and use a stick to check how deep it is.
- Do not go near water that is touching power lines that have fallen down.
- Do not allow children to play around high water, storm drains, or any flooded areas.

HOUSE FIRE

If your smoke alarm goes off or you see a fire:

DO:

- Do stay calm. Get out of your house or the building.
- Do find another way out if you see smoke coming in under the door.
- Do touch the door with the back of your hand before you open it. If it is hot, find another way out.
- Do drop to the floor to avoid smoke fumes. Crawl or roll to a safe place.
- If your clothes catch on fire, stop where you are, drop to the ground, and roll over and over until the flames are out.
- Do call 9-1-1, if available in your area, from a safe place. Wait for the operator to hang up before you get off the phone.
- If you can't get out of your house or the building, do stay near a window and close to the floor. Signal for help.

DO NOT:

- Do not open doors that feel hot when you touch them with the back of your hand.
- Do not open doors if you see smoke coming in under the door.
- Do not go back into your house or the building you were in until authorities tell you it is safe.

WILDFIRE

If you live in a rural area that can have wild fires, take these steps to protect your home:

DO:

- Do thin any black trees on your property.
- Do remove dead grass from under remaining trees.
- Do keep tall grass away from your house with a 30 foot border of green grass or gravel. It is also best to also remove any trees within this 30 foot border.
- Do make sure you have a fire break around the area you burn your trash and that you stay with the fire while it is lit.
- Do enclose spaces where blowing embers could ignite (like crawl spaces, eaves, and under decks).
- Do place firewood and fuel tanks as far from the house as possible to reduce the risk that these fuels will ignite your home.
- Do have a plan with your neighbors about how to respond to a wild fire.

DO NOT:

- Do not burn trash on windy days.
- Do not go back into your house or the building you were in until authorities tell you it is safe.

LANDSLIDE

If there is a landslide in your neighborhood:

DO:

- Do listen to local radio or television to stay informed about changes in weather that could cause an avalanche or landslide (such as heavy snow fall or rain).
- Do plant trees or build a retaining wall to protect your property if you know you live in an area where a landslide is likely.
- Do stay inside during an avalanche or landslide. Move to a higher level of your home if possible.
- Do take cover under a table or sturdy furniture during a landslide.

DO NOT:

- Do not move closer to the slide area after a landslide.
- Do not inspect downed power lines or gas lines, wait for help to arrive.
- Do not stay on your property if ordered to evacuate.

POWER OUTAGE

If there is a power outage in your neighborhood:

DO:

- Do turn off and unplug all your electrical appliances and computer.
- Do leave one light on so you will know when the power outage is over.
- If a traffic signal is not working, do stop at the intersection as if there were a stop sign.
- Do make sure your food is stored at the right temperature. If it is not stored at the right temperature, it may make you sick.
- Do find blankets to keep warm.
- Do text your loved ones to let them know you are okay. Keep messages short so that emergency messages can also get through.

DO NOT:

- Do not use candles. They can cause fires.
- Do not use a gas stove or oven to heat your house.
- Do not use generators inside your house or garage.

TERRORIST ATTACK

Terrorists try to cause fear in people by using many types of weapons. They may use chemicals, nuclear weapons, or other explosives to hurt other people. The best way to stay safe from terrorism is to be aware of your surroundings.

To stay safe from terrorist attacks:

DO:

- Do pay attention to your surroundings. Look for things you may need in an emergency, like emergency exits, fire alarms, and fire extinguishers.
- Do tell someone in charge – like a store manager, supervisor, firefighter, or police officer – if you see or hear something that makes you suspicious or feel worried.
- Do stay calm. If there is an emergency, do what authorities ask you to do in order to stay safe.

DO NOT:

- Do not spread rumors. If you are told something about a terrorist attack, check the information with someone you trust.

MEDICAL EMERGENCY

A medical emergency is a serious injury or illness that puts your health and/or your life at risk. Medical emergencies may include, but are not limited to, heart problems, head injuries, difficulty breathing, and severe stomach pains. You should also call 9-1-1 if you are in a bad accident or anytime you think your life is in danger.

Take a deep breath, stay calm, and call 9-1-1

DO:

- Call 9-1-1
- Tell the operator there's an emergency
- Say your name and where you are (the exact address if you know it)
- Explain what happened and how many people are hurt (the operator will need all the information you can provide, so give as many details as you can)
- Follow all of the operator's instructions carefully
- Stay on the line until the operator says it's OK to hang up



Tips for Specific Disabilities

SECTION 3

Different people have different needs. Think about the things that you need and steps you may need to take related to your own disability.

Communication disabilities

Put paper, pencils or pens, and a written statement that describes how you can communicate what you need during an emergency in your emergency supply kit.

Powering your communication

Find batteries or another way to make sure your communication aid can stay on for a long time in an emergency.

Speech-to-Speech Relay Service

STS is a form of telephone relay service that helps people with speech disabilities who have difficulty being understood on the phone. Communications Assistants (CAs) have been especially trained to recognize many different speech patterns. This service is free and available 24 hours a day.
In California, call - 800-854-7784

If you are a person with a communication difficulty, it is a good idea to make up a card you can carry with you that says something like, “**People sometimes cannot understand my speech. Please use your phone to call the Speech-to-Speech relay service at 1-800-854-7784. Have the CA (operator) call my number: [insert your phone number]. She or he will help you understand what I am trying to tell you.**”

If you need more time to learn new skills, remember to practice and write down instructions ahead of time to help you focus and stay calm.

Intellectual disabilities

Practice

Practice what to do during and after an emergency. Be sure to include your service animal in the practice, if you have one.

Practice leaving places you spend your time until you feel confident you will know what to do if there is an emergency.

Emergency plan

Write or draw your emergency plan on a piece of paper. Keep it with you and at places you spend a lot of your time. Make sure it is easy to read and understand. Think about the things you will need to do after an emergency and how you can do them.

Communication

Think about what a police officer or firefighter might need to know about you. Be prepared to say it, or write it down on paper and keep it with you. Here are some examples:

“I talk to people in a different way. I can point to pictures or key words, which you can find in my wallet or emergency supply kit.”

“Please speak slowly and use simple words.”

“I may have a hard time understanding or remembering your instructions. Please speak slowly or write them down for me.”

If you have a hearing or vision impairment, there are some extra things you should keep in mind.

Hearing impairments / Hard of Hearing

- Keep extra batteries in your emergency supply kit for the devices you use to help you communicate.
- Keep hearing aids in a place you can find them easily during an emergency.
- Put different kinds of alarms in places you spend a lot of time to help you see if an emergency is happening.

Communication

Think about how you will communicate with police officers and fire fighters. Have paper and pens or pencils with you.

Think about writing down things you need to say on paper and keeping it with you. For example: "I use American Sign Language (ASL) and need an ASL interpreter."

Vision Impairments

If you have some vision, consider installing security lighting in each room to help you safely move around. Label your preparedness supplies.

Store high-powered flashlights with wide beams and extra batteries where you can find them easily.

Make sure you have extra glasses or contact lenses. You may need to have other things to help you see during an emergency.

If you use a cane, keep extras at work, home, school to help you get around obstacles. Keep a spare cane in your emergency kit.

Don't forget about a battery-operated radio.

Keep your emergency supply kit in a backpack attached to your walker, wheelchair, or scooter.

Mobility disabilities

Emergency kit

- Keep sturdy gloves in your emergency kit to protect your hands if you have to travel over snow, ice, glass, dirt, or trash.
- Keep extra batteries to make sure your mobility device will work.
- If you use a wheelchair, keep a tire patch kit and a can of seal-in-air product handy and make sure you know how to fix a tire.
- If you use an electric wheelchair, try and keep a manual wheelchair in your home. It may be easier to bring with you in case of evacuation.

Escape plan

- Identify the easiest route to get around.
- Make sure furniture will not get in your way if you need to get out of your house quickly.
- If you spend time in a building with an elevator and several floors, plan another way to get out of the building. Practice using the stairs to escape if you can.
- If you can't use your wheelchair or the stairs, learn how to tell people how to lift and carry you safely.

The additional stress of an emergency can be hard to manage. Use these tips to make a plan that can help you cope in healthy ways.

Mental health conditions

If you have a mental health condition, the additional stress of an emergency situation can be hard to manage. Use these tips to make a plan that can help you cope in healthy ways.

Think about what a police officer or firefighter may need to know about you. Be ready to say important information, or write it down and keep it with you. Here are some examples:

"I have a mental health condition and may become confused in an emergency. Please help me find a quiet place. I will be okay shortly."

"I have a panic disorder. If I panic, give me (name of your medicine) and (how much you take) located in my emergency supply kit."

"I take (name of your medicine) and (how much you take) and my blood level needs to be checked."

Reactions

There are many ways you may react during an emergency. You may be confused, have memory or thinking problems, feel anxious, cry, feel that everybody is against you, have problems sleeping, get angry easily, or be depressed.

Think about the reactions you may have. Plan how you will deal with your emotions. Think about getting advice from your family, friends, or therapist. You may need medical help or need to go to the hospital. Write down the name and phone numbers of the people you would like your doctors to call.

Talk to your medical provider about other steps you can take to assure your safety during an emergency.

Medical conditions

If you have complex medical conditions that require a consistent source of electricity or daily support by a personal care attendant, you may need extra help planning for emergencies. Contact your utility company and let them know if you or a family member depends on medical equipment for life support.

Talk to your medical provider about other steps you can take to assure your safety during an emergency. You should also talk to your local emergency management service. Depending on where you live, this might mean contacting the fire department, the police department, or a local emergency management team.

Extra supplies to keep on hand

Make sure to keep at least 7 days of medication you depend on. If you can't keep medication on hand, maintain a list of current prescriptions. You can ask your pharmacist for a current list every time you refill.

If your medication requires refrigeration (such as insulin), consider other methods to keep it cool, like a portable cooler with cold packs. Avoid freezing these medications.

If you depend on electricity for life support, talk to your personal support network about identifying and buying a back up generator for your neighborhood.



Safetymatters



Safetymatters

Making a Plan

SECTION 4



Safetymatters



Safetymatters

Personal Ability Plan

Decide what you will be able to do for yourself and what help you may need before, during, and after an emergency based on your surroundings, your capabilities, and your limitations.

Make a list of your personal needs and your resources for meeting them during an emergency. Think about the questions on the next page and write down your answers or record them to share with your support people.

These answers should describe both your abilities right now and the help you may need during an emergency.

Questions for your consideration in completing the personal ability plan:

1. Do you use a device to help you communicate?
2. Do you need help with personal care, such as bathing and grooming and other activities of daily living?
3. Do you use any adaptive equipment, such as a transfer bench, lift, or any special utensils?
4. How will you use equipment that runs on electricity if there is a power outage?
5. How will you clean up your home after an emergency?
6. How will you get groceries, medications, and medical supplies if your support staff are unable to reach you?
7. Do you need help to leave your home or work place?
8. How will you call for the help you may need to leave the building?
9. What will you do if you can't get to your mobility aids?
10. What will you do if the building ramps or accessibility features have been damaged and can't be used?
11. Will you be able to care for your animal during and after an emergency?

Personal Ability Plan

Communication

My abilities today _____

Help I may need in an emergency _____

Intellectual disabilities

My abilities today _____

Help I may need in an emergency _____

Hearing impairments

My abilities today _____

Help I may need in an emergency _____

Vision disabilities

My abilities today _____

Help I may need in an emergency _____

Mobility disabilities

My abilities today _____

Help I may need in an emergency _____

Mental health disabilities

My abilities today _____

Help I may need in an emergency _____

Medical conditions

My abilities today _____

Help I may need in an emergency _____

My Circle of Support & Emergency Contacts

Pick some people you trust to be your emergency contacts. These people will check on you during an emergency to be sure you're okay and to help you. It is important to choose more than one person in case someone is not available when you need help.

People you may want to include in your personal support network:

- Family
- Friends
- Personal care attendant/direct support staff
- Neighbors
- Roommates
- Members of your faith community
- Regional center service coordinator or social worker

Important things to discuss with your personal support network:

- Pick and practice a way to communicate.
- Think about how you would get in touch with each other if your telephone was not working, if your electricity shuts off, or both.
- Give a set of your keys to someone you trust.
- Show your personal support network where you keep your emergency supplies.
- Share copies of your escape plan, emergency papers, and health information card with your personal support network.
- Let your personal support network know when you will be out of town. It may be a good idea to leave a telephone number where you can be reached.
- Practice your emergency plans with your personal support network to make sure they are able to help you.
- Ask yourself these questions: Is each person strong enough? Can they all communicate clearly? Can they all guide you safely?
- Write reminders on your calendar to ask your personal support network if they are still able to help you.



PERSONAL PREPAREDNESS: PRIORITIES

START HERE!

From *Personal Emergency Preparedness*

Prepare the people you love to prosper by thinking through YOUR priorities. A little bit of thought before the event can leave you able to make the best decisions for yourself and your family.

PEOPLE IN YOUR LIFE. Who are the people you care about – the ones you will want to check on if they are in an emergency; the ones who will want to know if you are safe? They are why preparedness matters. Write down their names – in an emergency, they are your chosen contacts:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

THINGS IN YOUR LIFE. What are the things in your life you want to protect? This is about what YOU value. Assume all people and pets are safe. If you could only save a few things, what would they be?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

YOUR INTERESTS AND CONCERNS. What issues do YOU care about? Perhaps you find them more likely, or more threatening, or more relevant. Whatever concerns YOU is what matters.

EARTHQUAKES

FIRES

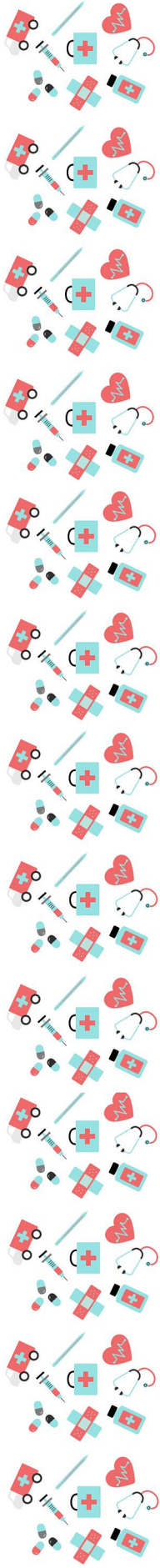
FLOODS

HAZARDOUS MATERIAL SPILLS

POWER OUTAGES

TERRORISM

OTHER



Use the chart below to write down how to reach your circle of support in case of an emergency. Remember, these are people you trust to check on you during an emergency and to help you.

	Name	Phone Numbers	Address	Email
Family member				
Family member				
Out-of-town contact				
Neighbor				
Neighbor				
Friend/Co-workers				
Friend/Co-workers				
Agency support staff				
Agency support staff				
Regional Center				

My Medicine List

This medication form, developed by the Food and Drug Administration, can be used to keep track of your medicines and doctor information. Keep it with your emergency contact list.

How to use My Medicine List

What I'm using - Include all prescription and over-the-counter medications, such as cold medicine, aspirin, or allergy relievers.

What it looks like - Describe the color, shape, size, and other markings the pill may have so that your emergency contacts or first responders can easily identify it.

How much to use - Write down the dose that the doctor ordered you to take or read the directions on the pill bottle.

How to use it / when to use it - Write down things like "swallow with water," "do not chew," or "take with food." Also include what time you typically take the medicine, such as "at bedtime" or "at 10:00pm."

Start / stop date - If you know when the doctor prescribed the medication, write it down. Or if the doctor told you to stop taking the medication, write down the date you stopped taking it.

Why I'm using it / notes - Include the reason why you are taking the medication, such as "high blood pressure" or "diabetes."

Who told me to use it / how to contact them - Write down the name and phone number of the doctor who prescribed the medication so people know how to reach them in the event of an emergency.



My Medicine Record

Name (Last, First, Middle Initial): _____

Birth Date (mm/dd/yyyy): _____

What I'm Using Rx – Brand & generic name; OTC – Name & active ingredients	What It Looks Like Color, shape, size, markings, etc.	How Much	How to Use / When to Use	Start / Stop Dates	Why I'm Using / Notes	Who Told Me to Use / How to Contact
— Enter ALL prescription (Rx) medicine (include samples), over-the-counter (OTC) medicine, and dietary supplements —						
Ex: XXXXX/xxxxxxxxxx	20 mg pill; small, white, round	40 mg; use two 20 mg pills	Take orally, 2 times a day, at 8:00 am & 8:00 pm	1-15-11	Lowers blood pressure; check blood pressure once a week; blood test on 4-15-11	Dr. X (800) 555-1212
1						
2						
3						
4						
5						
6						
7						
8						

www.fda.gov/Drugs/ResourcesForYou/ucm079489.htm(888) INFO-FDA
www.fda.gov/usemedicinesafelyThese are my medicines as of
(Enter date as mm/dd/yyyy): _____



My Medicine Record

My Personal Contacts

My Name (Last, First, Middle Initial)	Birth Date (mm/dd/yyyy)
---------------------------------------	-------------------------

Contact Information

Emergency Contact

Name	Relationship
------	--------------

Contact Information

Primary Care Physician

Name

Contact Information

Pharmacy / Drugstore

Name

Contact Information

Questions I Should Ask About Medicines or Dietary Supplements

❖ Fill in the record for any new medicine, prescription (Rx) or over-the-counter (OTC), or dietary supplement, or ask my doctor or pharmacist to help me fill it in. Make sure I can read what is written on the record.

❖ When I review the record, or a change is made, ask:

- Can I use a generic form?
- When should I start to feel differently? When should I report back to the doctor?
- Will this take the place of anything else I am using?
- Are there any special directions for using this?

Allergic Reaction or Other Problem I've Had With...
any medicine, dietary supplement, food, skin cleaner, medical tape

Describe in space below.

My Medical Conditions and Operations

Describe in space below.

- Should I avoid any other medicines, dietary supplements, or treatments while using this?
- Should I avoid any drinks, foods, other substances, or activities while using this?
- What are the possible side effects from this? Is there anything I should watch for? What do I do if I get a side effect?
- Will I need any tests (blood tests, x-rays, other) to make sure it is working as it should? When? How will I get the results?
- What should I do if I miss a dose? What do I do if I use too much?
- Where and how can I get more written information about this?



Should I Stay or Should I Go?

SECTION 5

Should I Stay or Should I Go?

The first important decision you need to make during an emergency is whether you should stay where you are or leave. Plan for both possibilities and use your common sense and good judgment to make decisions with the information you are given.

Local authorities may not always be able to give information about what is happening or what you should do immediately. You should watch the news on television or listen to a local radio news report for information and instructions as they become available.

If local authorities tell you to leave your home or seek medical treatment, grab your "go kit" and your emergency papers and leave immediately.

*There may be times when it is safer to stay where you are than to leave.
Shelter in place and seal the room*

Here are some steps you can take to stay home at home:

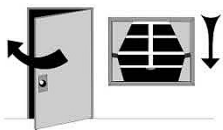
- Bring your family and pets inside.
- Lock your doors and close your windows.
- Turn off fans and forced air heating systems.
- Stay in a room at the center of your house that doesn't have many or any windows. Take your emergency supply kit, blankets, and something to do while you are waiting.
- Watch the news on television, listen to local radio news reports, or check the Internet often for official news and instructions from local authorities.
- You can text loved ones to let them know you are okay.

SHELTER-IN-PLACE CHECKLIST

If instructed to, if you hear Alerting and Warning Sirens, or if you become aware of a hazardous material release, you can shelter in place to stay as safe as possible. Follow these ten simple steps:



- ☐ 1) **SHELTER** – Go inside the nearest building. You are looking for enclosed protection from the outside.



- ☐ 2) **SHUT** – Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible. Close curtains and then stay away from the windows.



- ☐ 3) **LISTEN** – to radio, TV or for public announcements. Critical instructions and important information will be broadcast.

- ☐ 4) **Cover mouth and nose with a damp cloth or handkerchief.**
The damp cloth will help filter airborne hazards and keep you cool.

- ☐ 5) **Close all vents and turn off ventilation systems.** You want to keep the inside air in and the outside air out.

- ☐ 6) **When possible, select rooms above ground level (avoid basements!).**
Many hazardous materials are heavier than air, and will settle on lower levels.

- ☐ 7) **Select an internal room or a room with as few windows as possible.**
Think of each wall as a filter or barrier. Put as much space and as many walls and closed doors as possible between you and the outside. Seal any cracks, gaps or spaces with damp towels, duct tape, or other barriers. If an internal room is not possible, choose a room facing away from the hazard.

- ☐ 8) **When possible, choose a room with bathroom facilities and water.**
Bring your emergency supplies - you may need to shelter in place for several hours.

- ☐ 9) **Turn off all motors and fans.** Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.

- ☐ 10) **Remain sheltered until the “all-clear” signal is given.**



Remember: Each step you take adds to your safety!



Emergency "Go-Kit"

A "go-kit" is an emergency supply kit that you can pick up and "go" in case of an emergency. It should be easily accessible and within reach when you need it.

Here are some supplies to gather together for your go-kit:

- Emergency papers (your medicine list, emergency contact sheet, etc.)
- Food (pick items that don't need to be cooked and enough to last 7 days)
- Bottled water
- Can opener
- Plastic bags, zip-top bag to waterproof things
- First aid kit
- Radio
- Mylar blankets
- Flashlights and light sticks
- Loud whistle
- Extra pair of clothing
- Cell phone
- Toilet paper
- Paper and pens/markers
- Extra medication (try to have enough medicine to last 7 days)
- Heavy gloves
- Face mask or bandanna to cover your mouth
- Knife or scissors
- Special equipment specific to your needs, like extra pair of glasses, mobility aids, communication device, etc.
- Book or something to pass time



Storing Emergency Supplies - Water

Make sure the supplies you put in your emergency supply kits work and won't break easily.

Choose a safe place for your emergency supply kits. Spaces that are cool in temperature and dark, like a closet or an accessible place in your garage, are good options. If you live in an apartment or don't have a lot of space, get creative! Put your emergency supply kits under your bed or stairs.

Remember to keep the kit in an accessible place that you can grab and go in an emergency.

Storing water

Store enough water so that everyone in your family will have enough to drink for at least 3 days. Here are some things to consider when storing water:

- Each person in your family will need about one gallon of water every day to drink, wash, and cook with.
- Keep drinking water sealed until you use it.
- Your pets or service animals need water too! Store extra water for your pet to drink.
- Put reminders on your calendar to replace the water in your go-kit every six months. Even water tastes funny if you don't drink it soon enough!

Storing Emergency Supplies - Food

Storing food

Canned foods can be stored easily and last a long time. Choose items like ready-to-eat canned meats, fruits, and vegetables that you enjoy.

Buy canned or dried juice mixes, powdered or canned milk, cereals and rice. Choose foods that are “high energy,” like peanut butter, jelly, crackers, unsalted nuts, and trail mix.

Examples of food to pack in your go-kit include: granola bars, peanuts, canned soup, canned vegetables/fruit, canned meats, raisins.

Make sure your food is stored at the right temperature. Some foods spoil if they are not stored the right way, and you may get sick if you eat them.

Remember to rotate your food. Most food comes with an expiration date on it. Eating food after that date can make you sick, so put a reminder on your calendar to check your foods every 6 months so you’re sure they are safe to eat. Eat the food that is going to expire soon and buy new food for your emergency supply kit.

Don’t forget your pets and service animals! Store canned or dried pet food and an extra collar and leash. Pets are usually not allowed in emergency shelters, so you may have to leave them at home with extra food and water if local authorities tell you to evacuate.

Remember to pack a can opener, cooking and eating utensils in your emergency go-kit.

Disability-Related Supplies and Equipment

If you use any of the supplies or special equipment below, write down where you keep them and any information about them you may need during an emergency. Label your supplies with your name.

Supplies for your service animal _____

Eye glasses/contact lenses _____

Eating/grooming utensils _____

Dressing devices _____

Writing and/or communication and/or hearing aids _____

Oxygen/flow rate equipment/monitors _____

Suction and/or dialysis equipment _____

Sanitary supplies _____

Urinary supplies _____

Ostomy supplies _____

Wheelchair (motorized or manual) and repair kit _____

Walker/cane/crutches _____

Dentures or retainers _____

Anything else? _____

Things to Know About Your Utilities

If there is damage to your home or local authorities tell you to turn off your utilities, there are important things to keep in mind:

- Know where the electric, gas, and water shut off valves are located.
- Keep the tools you'll need near the shut off valves for easy access.
- If you have a hot water heater, make sure it is strapped to the wall (in case of earthquake.)
- It's a good idea to teach your family members how to turn off the utilities.
- If you turn the gas off, a professional must turn it back on. Don't try to do it yourself!

Even if you live in an apartment, it is possible that the manager or landlord does not live on the property or is not able to turn off utilities. You may need to do it or you may need to be able to tell someone else how to do it. It is a good idea to hold an emergency planning meeting with your manager and all the residents in your building or complex.

Evacuation

If you smell gas, see smoke or fire, or fear for your safety for other reasons, immediately evacuate everyone in your home. Once you are in a safe location, call 9-1-1 and report what happened.

If local authorities tell you to evacuate, follow their instructions. Use the evacuation routes they give you, and carpool if possible.

Follow these steps if you are told by law enforcement to leave your home:

Decide where you will go beforehand, if you can.

Think about at least three places you could go, like a friend or family member's house, a hotel, or a motel outside the area you live. Sometimes public emergency shelters do not provide all the help you may need.

Call for transportation if you need help.

Plan more than one way to leave your home and be ready to leave early. Think about how you will call for transportation help if the phones and electricity are not working. In some areas, local government agencies provide transportation for people who need help during an emergency. Ask your local Emergency Management Office or fire department if transportation services are available for people with disabilities where you live.

Grab your "go-kit."

Make sure you take your go-kit and that it contains your medicine and important documents. Put items that are important to you in the go kit or someplace safe.

Know what equipment you need.

Decide what type of equipment you need to help you. If you can't use the stairs, talk to your emergency support people about how you can leave your building in an emergency.

Evacuation

Take care of your pets.

Unlike service animals, pets may not be allowed into emergency shelters. Contact your local Red Cross chapter, Humane Society or your veterinarian for more information about where you can take your pet while you are at a shelter.

Turn off the electricity.

Except for the refrigerator or freezer, all your electricity should be turned off at the main box.

Call your circle of support.

It's important that you call the people in your circle of support to let them know you are safe and where you are going. If you plan to leave the area or the state, you may know a telephone number where you will be able to be reached. Give them that number.

Advocate for yourself.

Practice how to quickly explain how to guide or move you and your adaptive equipment safely and rapidly. Be ready to give brief, clear, and specific instructions to rescue personnel, either verbally or in writing.

Practice your plan.

Practice, practice, practice! Identify any obstacles you may experience. Get your circle of support involved. Ask them to practice how to help you. Practice on different days of the week, and at different times of the day. Evacuating when it is daylight is not the same as evacuating at night when you may not be able to see landmarks that usually guide you. Practice using more than one evacuation route, since some routes may be blocked by the disaster.

Review and revise your plan.

Review and revise your plan often or as your condition changes or your area is changed (such as when new streets are opened or old streets closed). Make sure that if you change your support people, they practice with you and know your plan.

Emergency Shelters

When an emergency happens, local authorities will choose emergency shelters for people to go to in order to stay safe. They can't tell you where to go before an emergency happens because they need to make sure the shelters are safe and have not been damaged.

You can find out what shelter to go to by listening to your local radio news broadcast, watching the television news, or by calling or texting your local Red Cross office. If it is not safe to stay where you are and you don't have another safe place to go, get to a chosen emergency shelter and stay there until the emergency is over. Remember to:

- Take your emergency go-kit with you to the shelter.
- Tell your circle of support where you are going.

At first, emergency shelters may not be able to give you basic supplies. Consider bringing extra items you may need, like a blanket, pillow, air mattress, towel, washcloth, food, and any other basic supplies you may need.

Typically, only service animals are allowed in emergency shelters. If you can't make other plans for your pets, Animal Care and Control staff at the emergency shelter may be able to help you find a safe place for your pet.

Prepare Your Service Animals and Pets

The Americans with Disabilities Act (ADA) describes a service animal as a dog, typically, that is individually trained to do work or perform tasks for people with disabilities. Service animals are different than pets. They can go into public places where pets are usually not allowed.

In an emergency, a service animal must be allowed to come inside a shelter, clinic, or any other facility related to the emergency with their owners. A service animal can be made to leave only if it threatens the health or safety of other people, or bothers people with bad behavior, like barking.

Things to consider if you have a service animal or pet:

Buy stickers or make a sign to put on your doors and windows to show the types of animals you have.

Make sure your service animals and pets have current licenses and ID tags. Your telephone number and your out-of-town contact person's phone number should be on them.

Become friends with other animal owners in your neighborhood so someone can help your animals if you are not home.

Plan who will care for your pet if you have to leave your home in an emergency and can't bring it with you.

Be prepared to get along without help from your service animal. Practice your emergency plans using other mobility helpers. If you have a pet in a carrier, you have a greater chance of having emergency shelter personnel allow the pet into the shelter.

Go-Kits for Your Service Animal or Pet

Your service animal or pet needs a go-kit too! Here are some supplies to think about:

- A bowl for water
- A seven-day supply of food
- A two-week supply of water in plastic gallon jugs
- A blanket to sleep on
- Plastic bags and paper towels for disposing of waste
- Sanitary wipes
- A favorite toy
- An extra collar
- An extra leash with dog tags
- Dog shoes if there is dangerous debris on the ground
- Medications your animal may need





Resources

SECTION 6

EMERGENCY PREPAREDNESS

Emergency preparedness starts with you!

Know where to go for help and get prepared!



Find out about emergency preparedness in your area by contacting the Community Emergency Response Team (CERT) Program:
<http://www.citizencorps.fema.gov/>

46%

don't know who to contact in an emergency

19%

or 56.7 million people with disabilities in America

61%

have no emergency plans to safely evacuate

TIPS

Top four personal preparedness steps:

1. Get informed
2. Make a plan
3. Create a kit
4. Maintain your emergency plan and kit

MAKE AN EMERGENCY

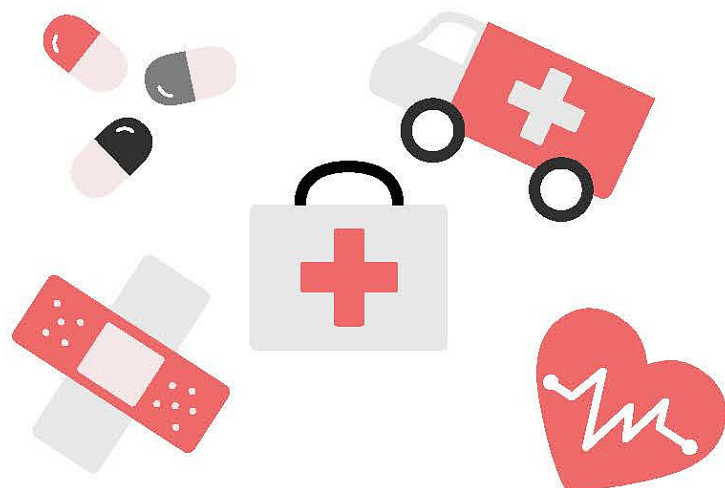
»»»»»»»»»» KIT ««««««««««

- Water & Food
- Radio
- Clothes
- First Aid Kit
- Medication
- Flashlight
- Whistle
- List of Contacts
- Cash
- Garbage Bags

TOP RESOURCES

EMERGENCY PREPAREDNESS

FOR PERSONS WITH DISABILITIES



FOR FIRST RESPONDERS & SERVICE PROVIDERS

Offers webinars, guides, brochures, and toolkits primarily for first responders

Emergency Planning for First Responders and Their Families Toolkit

<http://www.ready.gov/sites/default/files/documents/files/RRToolkit.pdf>

Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations (two hour web-based course)

<http://www.training.fema.gov/is/courseoverview.aspx?code=IS-368>

FOR PERSONS WITH DISABILITIES

Free printable toolkits designed to help people with disabilities maximize their independence in an emergency by planning ahead. Identifies the various emergency and disaster situations, knowing when to evacuate, personal ability self-assessments, and worksheets

California DDS "Feeling Safe, Being Safe" booklet

<http://www.dds.ca.gov/ConsumerCorner/docs/FeelingSafeBeingSafe.pdf>

Ready.gov "How to Make a Plan & Create a Support Network"

<http://www.ready.gov/individuals-access-functional-needs>

Alaska Health & Social Services "Get Ready!"

<http://www.dhss.alaska.gov/dph/wcfh/Documents/disability/GetReadyWebaccessible.pdf>

Oregon Office on Disability and Health "Ready Now!"

<http://www.ohsu.edu/xd/outreach/occyshn/upload/ReadyNowToolkit.pdf>

OTHER RESOURCES

Red Cross - "Preparing for Disaster for People with Disabilities & other Special Needs" booklet

<http://www.redcross.org/prepare/location/home-family/disabilities>

Cal OES - Offers tips, tricks, brochures, and videos to help you learn what you can do around your home to prepare - <http://www.caloes.ca.gov/for-individuals-families>

Videos - <http://www.caloes.ca.gov/for-individuals-families/access-functional-needs>

CDC Emergency Readiness - <http://www.cdc.gov/features/emergencypreparedness/index.html>

June Isaacson Kailes - offers guides, checklists, presentations, and training materials for persons with disabilities, their support network, and first responders - www.jik.com



Prepare. Plan. Stay Informed. ®

Family Emergency Plan



FEMA



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: _____

Telephone Number: _____

Email: _____

Neighborhood Meeting Place: _____

Telephone Number: _____

Regional Meeting Place: _____

Telephone Number: _____

Evacuation Location: _____

Telephone Number: _____

Fill out the following information for each family member and keep it up to date.

Name: _____

Social Security Number: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

Social Security Number: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

Social Security Number: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

Social Security Number: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

Social Security Number: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

Social Security Number: _____

Date of Birth: _____

Important Medical Information: _____

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One

Address: _____

Phone Number: _____

Evacuation Location: _____

School Location One

Address: _____

Phone Number: _____

Evacuation Location: _____

Work Location Two

Address: _____

Phone Number: _____

Evacuation Location: _____

School Location Two

Address: _____

Phone Number: _____

Evacuation Location: _____

Work Location Three

Address: _____

Phone Number: _____

Evacuation Location: _____

School Location Three

Address: _____

Phone Number: _____

Evacuation Location: _____

Other place you frequent

Address: _____

Phone Number: _____

Evacuation Location: _____

Other place you frequent

Address: _____

Phone Number: _____

Evacuation Location: _____

Important Information	Name	Telephone Number	Policy Number
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			

Dial 911 for Emergencies



Prepare. Plan. Stay Informed.



Family Emergency Plan



Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

Family Emergency Plan

EMERGENCY CONTACT NAME:
TELEPHONE:

OUT-OF-TOWN CONTACT NAME:
TELEPHONE:

NEIGHBORHOOD MEETING PLACE:
TELEPHONE:

OTHER IMPORTANT INFORMATION:

DIAL 911 FOR EMERGENCIES

Ready

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ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

Family Emergency Plan

EMERGENCY CONTACT NAME:
TELEPHONE:

OUT-OF-TOWN CONTACT NAME:
TELEPHONE:

NEIGHBORHOOD MEETING PLACE:
TELEPHONE:

OTHER IMPORTANT INFORMATION:

DIAL 911 FOR EMERGENCIES

Ready

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Family Emergency Plan

EMERGENCY CONTACT NAME:
TELEPHONE:

OUT-OF-TOWN CONTACT NAME:
TELEPHONE:

NEIGHBORHOOD MEETING PLACE:
TELEPHONE:

OTHER IMPORTANT INFORMATION:

DIAL 911 FOR EMERGENCIES

Ready

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ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

Family Emergency Plan

EMERGENCY CONTACT NAME:
TELEPHONE:

OUT-OF-TOWN CONTACT NAME:
TELEPHONE:

NEIGHBORHOOD MEETING PLACE:
TELEPHONE:

OTHER IMPORTANT INFORMATION:

DIAL 911 FOR EMERGENCIES

Ready

Look at the following websites for additional information:

The Access Board - www.access-board.gov

DHHS Administration on Aging - www.aoa.dhhs.gov

National Council on Disability - www.ncd.gov

National Organization on Disability - www.nod.org/emergency

Prepare.org - www.prepare.org

American Association for People with Disabilities - www.aaped.com

American Foundation for the Blind - www.afb.org

National Association of the Deaf - www.nad.org

American Red Cross - www.redcross.org

Emergency Kit List from www.sacramentoready.org

Office of Emergency Services -www.oes.ca.gov

www.fema.gov

www.prepare.org

www.ready.gov

Center for Disease Control - www.cdc.gov

Red Cross - www.redcross.org

Emergency Evacuation Preparedness, Taking Responsibility for Your Safety, A Guide for People with Disabilities and Other Activity Limitations, By June Isaacson Kailes, Disability Policy Consultant. Center for Disability Issues and the Health Professions. <http://www.cdihp.org>.

Emergency Response for People Who Have Access and Functional Needs: A Guide for First Responders, produced by St. Petersburg College, Center for Public Safety Innovation, National Terrorism Preparedness Institute. Fall 2011. <http://terrorism.spcollege.edu>.

Disaster Preparedness Starts with You. Prepared by Emergency Preparedness Planning Committee and Sacramento Office of Emergency Services. Cal OES. Governor's Office of Emergency Services. www.caloes.ca.gov.www.caloes.ca.gov.

www.JIK.com/disaster.html disaster resources for people with disabilities and others with access and functional needs.

Fire Safety for Wheelchair User at Work and at Home, A Publication of United Spinal Association. United Spinal Association, 718-803-3782.
www.unitedspinal.org.

Home Safety for People with Disabilities. NFPA,
www.nfpa.org/disabilities

Preparedness Guide for People with Disabilities and Access and Functional Needs (AFN) ECA's AFN Committee. AFN Preparedness Guide, Earthquake Country Alliance.

Emergency Readiness for People with Disabilities, Centers for Disease Control and Prevention.
<http://www.cdc.gov/features/emergencypreparedness/index.html>.

Get Ready! Alaska's emergency preparedness toolkit for people with disabilities. State of Alaska, Department of Health and Social Services. 61 page manual. Available online at
; <http://dhss.alaska.gov/dph/wcfh/Pages/disability/EmergencyPreparedness.aspx>; or call 907-269-3400.

Preparing for Emergencies, Terrorism and Disasters, A Family Handbook.
www.mynevadacounty.com.

Environmental Protection Agency www.epa.gov.